

Clear Administrative Services Credential Program-Specific Preconditions Evidence Guide

The five program-specific preconditions below require specific evidence to demonstrate compliance. This document includes the required evidence to demonstrate compliance with these Preconditions. Please note that the Commission accepts authentic program documentation that demonstrates the equivalent to the evidence required.

PRECONDITION	EVIDENCE REQUIRED
(1) Prerequisite Credential Possess a valid California Preliminary Administrative Services Credential as noted in Title 5 of the California Code of Regulations section 80054(d)(1) and (2).	<ol style="list-style-type: none">1. Link to the admissions criteria on the program website describing the requirements for program admission. Must include clear language listing the Preliminary Administrative Service credential or Certificate of Eligibility requirement.2. Link to the tracking sheet or program checklist used to verify that the candidate has a valid Preliminary Administrative Service credential or Certificate of Eligibility.3. Brief description of the process the program uses to verify that this requirement is met, including the title of the individual responsible for verifying this requirement is met.
(2) Verification of Employment Verification of an offer of employment in a full or part-time administrative position in an employing agency as defined in Title 5 of the California Code of Regulations section 80054(g)(1).	<ol style="list-style-type: none">1. Link to the admissions criteria on the program website describing the requirements for program admission, including language that a candidate's offer of employment must include a position that requires an Administrative Services Credential.2. Link to the tracking sheet or program checklist used to verify that the candidate has an offer of employment in a position that requires an Administrative Services Credential.3. Brief description of the process the program uses to verify that this requirement is met, including the title of the individual responsible for verifying this requirement is met.

PRECONDITION	EVIDENCE REQUIRED
<p>(3) Individual Induction Plan (IIP) An entity that operates a program for the Clear Administrative Services Credential shall provide for the development of a written individualized program of professional development activities (clear credential induction plan) for the advanced preparation program based upon individual needs. The plan shall be developed in consultations among the candidate, employer, and university/program representative.</p>	<ol style="list-style-type: none"> 1. Link to the Individual Induction Plan (IIP) template used by the program. The IIP must include clear language regarding professional development activities based on individual needs and developed in collaboration among candidate, employer, and program representative. 2. Brief description of the process the program uses to verify that candidates create and complete their IIP, including the title of the individual responsible for verifying this requirement is met.
<p>(4) Verification of Experience A Commission-approved program sponsor that operates a Clear Administrative Services Credential program shall verify, prior to recommendation of a candidate for a Clear Administrative Services Credential, that the candidate completed two years of successful experience in a full-time administrative position as defined in Title 5 of the California Code of Regulations section 80054(g)(2)(B) with an employing agency as defined in section 80054(g)(1).</p>	<ol style="list-style-type: none"> 1. Link to program completion requirements on the program website. Must include clear language regarding the requirement for candidates to have completed two years of successful experience in a full-time administrative position. 2. Brief description of the process the program uses to verify, <i>prior to recommendation of a candidate for a Clear Administrative Services Credential</i>, that candidate had two years of successful experience in a full-time administrative position. The description must also include the title of the individual responsible for verifying this requirement is met.
<p>(5) Completion of Requirements A Commission-approved program sponsor that operates a Clear Administrative Services Credential program shall determine, prior to recommendation of a candidate for a Clear Administrative Services Credential, that the candidate has completed a Commission-approved Clear Administrative Services Credential (CASC) Induction Program based on Administrative Services Credential Program Standards.</p>	<ol style="list-style-type: none"> 1. Link to program completion requirements on the program website. 2. Brief description of the process the program uses to verify, <i>prior to recommendation of a candidate for a Clear Administrative Services Credential</i>, that candidate completed the program. The description must include the title of the individual responsible for this verification, the title of the individual responsible for ensuring the recommendation (if different), and the process by which the recommendation is made.